



SAN FRANCISCO BAY CONSERVATION & DEVELOPMENT COM CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	SAN FRANCISCO BAY CONSERVATION & DEVELOPMENT COM	RELEASE DATE:	Tuesday, August 17, 2010
POSITION TITLE:	Assistant Executive Director for Regulatory Affairs	FINAL FILING DATE:	Tuesday, August 31, 2010
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	08172010_2

POSITION DESCRIPTION

The award-winning San Francisco Bay Conservation and Development Commission (BCDC) is a small state agency located in San Francisco's financial district close to public transportation. BCDC, which has regulatory and planning authority over development in San Francisco Bay and along the Bay's nine-county shoreline, has been nationally recognized for its pioneering work in sea level rise adaption planning. BCDC's 45-member staff takes pride in its high level of professionalism and dedication. The staff includes planners, analysts, engineers, attorneys, designers and administrative support staff. The position exists at the Commission's office in San Francisco.

Under the general direction of the Chief Deputy Director, San Francisco Bay Conservation and Development Commission, manages the Commission's regulatory, enforcement and dredging management programs; investigates, evaluates and makes recommendations on all applications for permits, consistency determinations, and violations of the Commission's laws for all projects in and around the edge of the Bay; administers the Commission's regulations, and implements the Commission's long-range strategic plan for the Bay; and does other related work.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

All application materials must be RECEIVED in the California Coastal Commission Human Resources Office by 5:00pm, Tuesday, August 31, 2010. Applications received after the final filing date will not be accepted.

Human Resources Office California Coastal Commission 45 Fremont St., Suite 1930 San Francisco, CA 94105

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including

the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- knowledge of and experience in administering California and land use laws, including knowledge of the McAteer-Petris Act, the California Environmental Quality Act, the National Environmental Policy Act, and the Coastal Zone Management Act;
- knowledge of land use planning, transportation planning, resource management, architecture, landscape architecture and civil engineering;
- knowledge of federal and state environmental, land use, and administrative laws, and a wide range of professional experience that encompasses;
- experience in dealing with local, state and federal agencies and policies that involve coastal resources and development in coastal zones;
- experience in conducting planning studies, producing technical reports, formulating policies and recommendations, and writing and editing a variety of written material under time constraints;
- leadership, supervising skills and ability to manage a multi-disciplinary professional staff, and the ability to effectively communicate both orally and writing;
- ability to motivate professionals and support staff to produce high quality work on time and to assure that short-term deadlines are met;
- ability to negotiate effectively with permit applicants, aggrieved parties and the staff of other agencies to achieve assigned objectives quickly, smoothly and efficiently;
- current membership in the California State Bar.
- graduate degree in city or regional planning, public administration, natural resource management or a similar curriculum.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Executive Director for Regulatory Affairs**, with the **SAN FRANCISCO BAY CONSERVATION & DEVELOPMENT COM**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted Monday, September 13, 2010 and Tuesday, September 14, 2010 if deemed necessary. All candidates will receive written notification of their examination results. The results of this examination will be used to fill this position and may be used to refill the position should a vacancy occur within the next year. If vacancy occurs, a decision will be made whether to retest in order to consider new applicants, as well as those previously considered.

FILING INSTRUCTIONS

Application material must be RECEIVED by 5:00pm, Tuesday, August 31, 2010.

The California Coastal Commission does the Human Resources work for BCDC.

SUBMIT ALL APPLICATION MATERIALS TO:

Human Resources Office California Coastal Commission 45 Fremont St., Ste. 1930 San Francisco, CA 94105-2219

For questions about the examination process, contact Pat Beck, Personnel Officer (415) 904-9446 or pbeck@coastal.ca.gov.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

SAN FRANCISCO BAY CONSERVATION & DEVELOPMENT COM, Care of California Coastal
Commission, Human Resources
45 Fremont Street, Suite 1930, San Francisco, CA 94105
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ADDITIONAL INFORMATION

For questions about the position, contact:

Will Travis, Executive Director, BCDC, (415) 352-3653, email: travis@bcdca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The SAN FRANCISCO BAY CONSERVATION & DEVELOPMENT COM reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>